



**LANGLEY
POLICY
DIRECTIVE**

Directive: LAPD 2230.2

Effective Date: May 4, 1999

Expiration Date: May 4, 2004

Responsible Office: Information Systems and Services Division
[subject to change with LaRC reorganization]

**SUBJECT: Langley Research Center's (LaRC's) Guidelines for the
Transfer of Scientific and Technical Information (STI)
(Document Availability Authorization (DAA))**

1. SUMMARY

This directive sets forth policy, designations, and redelegations of authority, definitions, and responsibilities for the transfer of Langley Research Center's (LaRC's) Scientific and Technical Information (STI) (Document Availability Authorization (DAA)).

2. POLICY

This Center will:

- a. Comply with NASA regulations, national policy, and Federal law.
- b. Administer NASA's policy for transfer of STI.

3. DESIGNATION AND REDELEGATIONS OF AUTHORITY

- a. Information Protection Advisors

Information Protection Advisors (IPA's) are redelegated authority to approve the document distribution category for all LaRC reports and presentations originating within their organizations.

- b. Head, Research Information Management (RIM), Information Management Branch (IMB), Information Systems and Services Division (ISSD) *[subject to change with LaRC reorganization]*, is designated as the LaRC representative for DAA, as specified in NPG 2200.2A.

4. DEFINITIONS

Definitions for all terms used in the transfer of scientific and technical information are stated in NPG 2200.2A.

5. RESPONSIBILITIES FOR RESEARCH PUBLICATIONS AND PRESENTATIONS

a. Author or Contracting Officer's Technical Representative (COTR)

(1) NASA STI Report Series

Ensure that NASA Langley Form 99, "Technical Publication Approval Form," is prepared and forwarded with report (including cover, title page, and Report Documentation Page (SF 298)) to Branch Head *[subject to change with LaRC reorganization]*.

(2) Langley Authored or Coauthored External Publications (Journal Articles, Meeting Presentations, and Technical Talks)

Ensure that NASA Langley Form (LF) 99 is prepared and forwarded with abstract, paper, or article to Branch Head. (NOTE: LF 99 is required for all Langley authored or coauthored external publications regardless of the sequence of the authors' names. If a presentation is proposed for a national or international technical meeting with no abstract or printed version of the talk required, the author must compose an abstract and follow the same procedures.)

(3) Contractor Authored External Publications Funded Under Langley Contracts

Ensure that either NASA LF Form 99 is prepared and forwarded with paper or article to Branch Head *[subject to change with LaRC reorganization]* or that a letter to the Contractor is prepared for the COTR's signature, including approval of funding organization's Information Protection Advisor (send copy of letter to RIM, IMB, ISSD) *[subject to change with LaRC reorganization]*.

(4) Theses

Ensure that step (1) above is followed for theses published in NASA STI Report Series. For theses included on the Langley Technical Report Server or accessioned by the NASA Center for AeroSpace Information (CASI), ensure that NASA LF 99 is prepared and forwarded to Branch Head *[subject to change with LaRC reorganization]*.

(5) Invention Disclosure

Ensure that the LaRC Office of Patent Counsel is contacted for any document that discloses an invention. Such a document will generally be restricted from public release until a patent application is filed. The document may also be subject to other dissemination controls.

b. Branch Head *[subject to change with LaRC reorganization]*

Approve document on NASA LF 99 and forward to Division Chief *[subject to change with LaRC reorganization]*.

c. Division Chief *[subject to change with LaRC reorganization]*

Approve document on NASA LF 99 and forward to IPA.

d. Information Protection Advisor

Approve distribution availability category on NASA LF 99, sign, and forward with attached material to RIM, IMB, ISSD *[subject to change with LaRC reorganization]*. If COTR letter to contractor is received, approve distribution availability, sign, and forward as indicated. (NOTE: External publications (journals and meeting papers) may be transmitted by originating organization to publisher after IPA approval.)

e. RIM, IMB, ISSD *[subject to change with LaRC reorganization]*

(1) Notify author or COTR if there is nonconcurrence or change in distribution availability on NASA LF 99.

(2) Transmit document availability authorization information to NASA CASI.

6. REFERENCES

a. NPD 2220.5E, "Management of NASA Scientific and Technical Information (STI)."

b. NPG 2200.2A, "Guidelines for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information."

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- c. NASA Letter to Langley, March 23, 1994, Wesley L. Harris, Subject: "Delegation of Authority to Approve Document Availability Authorizations."
- d. NASA Letter to Langley, May 13, 1994, Gregory M. Reck, Subject: "Policy for Publications and Non-Program Travel."
- e. NASA Letter to Langley, May 16, 1994, Wesley L. Harris, Subject: "Clarification--Delegation of Authority to Approve Document Availability Authorizations."
- f. NASA Letter to Langley, June 14, 1994, Jeremiah W. Pearson III, Subject: "Delegation of Authority To Approve Document Availability Authorizations (DAA's)."
- g. NASA Letter to Langley, December 7, 1994, Charles F. Kennel, Subject: "Delegation of Authority to Approve Document Availability Authorization."
- h. Langley Letter to Distribution, March 9, 1998, P. Douglas Arbuckle, Subject: "Appointment of Information Protection Advisors."

7. RECISION

LAPD 2230.2, dated March 1, 1995.

Jeremiah F. Creedon
Director